



DEPARTMENT OF THE AIR FORCE
AIR FORCE MATERIEL COMMAND
WRIGHT-PATTERSON AIR FORCE BASE OHIO

19 October 1998

MEMORANDUM FOR ALL ESOs

FROM: HQ AFMC/DPE

SUBJECT: Conversion of Air Force Tuition Assistance (TA) Procedures to IMPAC Card

1. HQ ACC/DPPE has shared their procedure for using IMPAC cards for TA with AFMC. We propose to implement their system within AFMC. At the present time implementation of this system is optional. For those centers electing to use this system, recommend implementation be after 1 Dec 98 to coincide with the issuance of new IMPAC cards.
2. The procedures for implementation of IMPAC are outlined in Atch 1 and frequently asked questions and answers are contained in Atch 2. Please note that three IMPAC cards must be established as follows:
 - a. Supplies, Equipment and Other Services - EEIC 6XXXX
 - b. Tuition assistance - EEIC 55100
 - c. Non- Personal Contract Services - EEIC 5511X
3. Education centers will be required to continue to use AF Form 1227 for authorization of TA and establish internal procedures to identify individual shreds (e.g. 55101, 55102 etc.). Our POC is Ms. Rita Nowakowski, HQ AFMC/DPEE, DSN 986-0189.

FOR THE COMMANDER


M. ANDREW FLOWERS
Chief Education and Training Division
Directorate of Personnel

Attachments:

1. Operating Procedures
2. Frequently Asked Questions

cc: All DPEs

Conversion of Air Force Tuition Assistance (TA) Procedures to IMPAC Card

CURRENT PROCEDURES

1. Education Center requests AF Form 616
 - Accounting Liaison processes commitment
2. Funds obligated by AF Form 1227, which student takes to the school to enroll.
 - Balance monitored by internal system at Education Center
 - Forms/obligation request forwarded to DFAS through Accounting Liaison
 - DFAS posts obligation to accounting system by EEIC
3. After school's add/drop period, school invoices the Education Center.
 - Invoice itemized by TA number
 - Includes all students enrolled that term
4. Education Center reconciles invoice by, verifying TA number, courses, and amounts are accurate for each student.
 - Discrepancies corrected with school
 - Withdrawals deobligated upon verification
5. Education Center forwards invoice and supporting documents to DFAS through Accounting Liaison for payment.
 - DFAS inputs to payables system
 - Education Center Reviews open document listing for proper update, notifies accounting of any errors
6. Payment processed in 30 days by DFAS.

IMPAC PROCEDURES

1. Education Center requests AF Form 4009
 - Accounting Liaison processes commitment
2. Funds obligated by AF Form 1227, which student takes to the school to enroll.
 - Balance monitored by internal system at Education Center
3. After school's add/drop period, school invoices the Education Center.
4. Education Center reconciles invoice (list) is accurate for each student.
 - Discrepancies corrected with school
 - Withdrawals noted, not paid
 - Provide school IMPAC account number
5. Accounting Liaison processes monthly IMPAC billing statement under 'pay and confirm'
6. Education Center IMPAC cardholder reviews monthly statement.
 - Reconciles to purchase log
 - Signs and forwards to approving official
7. Education Center IMPAC approving official reviews monthly summary billing statement
 - Validates to cardholder statements
 - Certifies proper and correct
 - Forwards to Accounting Liaison

Frequently Asked Questions

Question: Can Tuition Assistance be paid in advance (before completion of the course)?

Answer: Yes. Under the current process the school invoice comes in before the semester is complete and the payment is actually processed before the end of that school term. The standard practice of the educational institution sending the invoice (or student list) after their add/drop period does not need to change; however, the ESFC may negotiate with a school for once a month or end-of-term billing, as appropriate. Should a member drop out after the bill has been submitted and no refund is due from the school, the Air Force still takes proper recourse with the member, but does not involve the institution.

Question: Can we use the IMPAC to pay for non-personal contract services (night monitor, study skills, testing specialists, etc)?

Answer: Yes. It just depends on how the requirements are defined and how closely it relates to a commercial service. All initial changes from contracts to IMPAC should be coordinated with the contracting office. If in the final analysis the requirement is too complex, you may still use the IMPAC as the payment method for an unfunded call contract (blanket purchase agreement).

Question: What if the educational institution will not accept the IMPAC?

Answer: Current business practices of DoD are mandating the use of electronic commerce to include electronic funds transfer as well as the widest possible use of a credit card based purchasing and payment program. Most institutions accept a credit card as a means of payment from their other students. If this is their standard business practice, they should also provide it for the Air Force. The ESFC should negotiate with the institution to allow for purchase of the tuition with the IMPAC, with the explanation that payment will be more expeditious (likely one week instead of 30 days).

Question: If we convert to the IMPAC for procurement and payment of TA, do we still have to complete an AF Form 1227?

Answer: Initially, yes, as with other programs that have gone to the use of IMPAC, certain authorizations and approvals must still take place. Any approvals that take place now in writing must still be in writing. The student still must be aware of the fact that early withdrawal or failure of the class could result in the personal refunding of the TA amount for that course. This agreement should be in writing, for now on the AF Form 1227.

Question: How are tuition requests and tuition refunds processed?

Answer: The ESFC processes tuition requests and tuition refunds by (for use of the IMPAC):

- Completing AF Form 4009, Government Purchase Card Fund Cite Authorization, requesting reservation of funds for with the Tuition Assistance (TA) IMPAC.
- Completing AF Form 1227, Authority for Tuition Assistance - Education Services Program.
- Reconciling and certifying invoices (or provided student lists), correcting discrepancies with the educational institution.
- Having the TA IMPAC cardholder provide educational institution with account number for payment.
- Having the TA IMPAC approving official and cardholder reconcile and sign monthly IMPAC statements and forward to accounting liaison.